

# ADULT NEW BOOK SHELVING (POPULAR LIBRARY)

## FUNCTIONAL ACTIVITIES

The primary function of the Browsing Division is to market the Library's collections by displaying new materials, av materials, newspapers and magazines.

## SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

The Popular Library will primarily be a self-service division. The Popular Library will be near the Fiction Shelving, the Reference Desk and the Circulation Desk.

ADJACENT: Circulation Services

Copy Center  
Reference Desk  
Adult Fiction

CLOSE:

Teen Corner  
Library Entrance  
Children's Library  
Public Restrooms

PROXIMITY:

Adult Non-Fiction

DIVISION SPACE SUMMARY		Sq. Ft.
Adult New Book Shelving (Popular Library)		670
New Book Display		138
TOTAL:		808



## Functional Activity

The primary function of the Browsing Division is to market the Library's collections by displaying new materials, av materials, newspapers and magazines.

## Occupancy

Lounge Chairs: 8

## Collections

This area will contain Audio Book Cassettes, Audio Book CDs, Videos, New Books, Current Magazines and Current Newspapers.

## Relationships

The Popular Library will primarily be a self-service division. The Popular Library will be near the Fiction Shelving, the Reference Desk and the Circulation Desk.

ADJACENT: Circulation Services  
Copy Center  
Reference Desk  
Adult Fiction

CLOSE: Teen Corner  
Library Entrance  
Children's Library  
Public Restrooms

PROXIMITY: Adult Non-Fiction

## Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

## Fenestration

All window glazing must be tinted, low E and double glazed.

## Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls; Hanging track;  
Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted); Vinyl or tile floor  
around any water fountains

## Aisles

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with



44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'

#### Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

#### HVAC

Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms. Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading

#### Illumination

Non-glare recessed task must be provided over seating area. Pendant light fixtures must be centered between book stacks to provide required lighting levels per State standards.

### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle DF 66"H Steel Shelving W/ 10 Shelves</b>	<b>5</b>	<b>18</b>	<b>90</b>
3'W x 24"D unit w/end panels & canopy top			
1431 Video Cassette			
<b>36" Aisle DF 66"H Steel Shelving W/ 8 Shelves</b>	<b>4</b>	<b>18</b>	<b>72</b>
3'W x 24"D unit w/end panels & canopy top			
840 Audio Book Cassette			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	<b>5</b>	<b>12</b>	<b>60</b>
3'W x 12"D unit w/end panels & canopy top			
1656 Audio Compact Disc (CD)			
<b>36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves</b>	<b>1</b>	<b>18</b>	<b>18</b>
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			
10 Current Newspapers			
<b>36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves</b>	<b>7</b>	<b>18</b>	<b>126</b>
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
120 Current Magazines			

**Description of Furniture & Equipment Units**

Chair, Lounge 36"w x 36"d	8	35	280
Table, End 30"w x 30"d x 20"h	2	12	24



**Functional Activity**

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. This area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

**DISABILITY**

READER SEATS: 2

**Location/Adjacency**

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

**CLOSE:**

Children's Entrance (Interior)  
Circulation Desk  
Public Entrance & Lobby

**PROXIMITY:**

Fiction Collection & Seating

**AWAY:**

Non-Fiction Collection & Seating  
Reference Collection & Seating

**Flexibility**

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

**Lighting**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls; Hanging track;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted); Vinyl or tile floor  
around any water fountains

**Access**

The New Book Display Area will be accessible by means of a 36" aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces



of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

#### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

#### **Security**

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

#### **Signage**

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New



Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

## **Furniture & Equipment and Shelving Units**

	<b>UNIT QTY</b>	<b>UNIT Sq. Ft.</b>	<b>EXTENDED Sq. Ft.</b>
<b><u>Description of Shelving Units</u></b>			
<b>36" Aisle DF 66"H Steel Shelving W/ 10 Shelves</b>	<b>6</b>	<b>18</b>	<b>108</b>
3'W x 24"D unit w/end panels & canopy top			
1210 New Books			
<b>42" Aisle DF 58"H Bookstore Display Shelving</b>	<b>1</b>	<b>30</b>	<b>30</b>
3'W x 36"D w/10 angled shelves			
10 New Books (Face Out)			

## **Description of Furniture & Equipment Units**



# ADULT NON FICTION SHELVING

## FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

## SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		1,418
TOTAL:		1,418





**Functional Activity**

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

**Occupancy**

READER SEATS: 24  
TECHNOLOGY WORKSTATIONS: 12  
CHAIRS, LOUNGE: 4

**Calculations**

This area will contain 12,265 items

**Relationships**

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

**CLOSE:**

Reference Services

**PROXIMITY:**

Fiction Collection  
Copy Center  
Circulation Services

**AWAY:**

Children's Library

**Flexibility**

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Fenestration**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finish**

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

- Acoustical tile
- WALLS:** Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base
- FLOOR:** Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

#### **Access**

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

#### **Acoustic**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

#### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be



evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Security**

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

#### **Signage**

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle DF 90"H Steel Shelving W/ 14 Shelves</b>	<b>27</b>	<b>18</b>	<b>486</b>
3"W x 24"D unit w/end panels			
9000 Non-Fiction			
<b>36" Aisle DF 90"H Steel Shelving W/ 14 Shelves</b>	<b>4</b>	<b>18</b>	<b>72</b>
3"W x 24"D unit w/end panels			
1170 Biography			
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Chair, Lounge</b>	<b>4</b>	<b>35</b>	<b>140</b>
36"w x 36"d			
<b>Chair, Reader's</b>	<b>24</b>	<b>0</b>	<b>0</b>
21"w x 21"d			
<b>Stool, Kick-Step</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>Technology Station, Systems Furniture</b>	<b>12</b>	<b>60</b>	<b>720</b>
71"w x 30"d (2 Person) sit-down w/ power & data management			



## FUNCTIONAL ACTIVITY

The Children's Room must be designed to meet the needs of the Mariners School and the Newport Beach Public Library. Security considerations and the safety of the children must be of tantamount importance and the design of the area must incorporate parents' concerns. The Children's Room will be divided during school hours. It must contain a dividing gate, which will be down while school is in session. There must also be a separate entrance from the school to the library. Teachers will have a key card to gain entrance, and a buzzer must be available for students to ring when they come to the library individually or in pairs. The reference desk must be designed in such a way that it can be shared by the media clerk and the children's librarian, allowing each to gain access to the entire room.

## SPECIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

### ADJACENT:

Circulation Services  
Library Entrance

### CLOSE:

Browsing

### AWAY:

Non-Fiction Collection  
Reference Services  
Young Adult Services

## DIVISION SPACE SUMMARY

<b>Boy's Restroom &amp; Girl's Restroom</b>	N/A
<b>Children's Check out</b>	25
<b>Children's Desk</b>	181
<b>Children's Entrance (Interior)</b>	N/A
<b>Children's On-line Public Access Catalog (OPAC)</b>	520
<b>Children's Program Area</b>	275
<b>Children's Reference Collection &amp; Seating</b>	36
<b>Children's Tables &amp; Chairs</b>	599
<b>Juvenile Collection &amp; Seating</b>	1,486
<b>TOTAL:</b>	<b>3,122</b>



**Functional Activity**

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

**Relationships**

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

**ADJACENT:**

Children's Entrance (Interior)

**CLOSE:**

All Other Spaces in the Children's Library

**Flexibility**

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

**Configuration**

No windows.

**Finishes**

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

**CEILING:**

Water resistant gypsum board with epoxy paint

**WALLS:**

Glazed ceramic tile with dark grout

**FLOOR:**

Unglazed ceramic tile with dark grout; Floor drain

**STALLS:**

Wall mounted high-density solid plastic or stainless steel

**FIXTURES:**

Sinks: Self-activated

Commodes: Self-activated, wall hung

**Access**

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.



Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

#### **AVAC**

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

#### **Lighting**

Bright lights to give the rest room the appearance of being clean and safe.

#### **Security**

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Desk.

#### **Signage**

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Commode</b>	2	0	0
Rest room			
<b>Hand Dryer</b>	2	0	0
12"w x 7"d x 10"h - wall-mounted			
<b>Mirror, With Shelf</b>	2	0	0
Above counter			
<b>Paper Towel Dispenser</b>	2	0	0
Wall-mounted			
<b>Sink And Counter</b>	2	0	0
Rest room			
<b>Soap Dispenser</b>	2	0	0
5"w x 4"d x 10"h - Wall-mounted			





# Children's Check-out

## Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Self Check-out Machine Stand 42"w x 29"d x 30"h	1	25	25



**Functional Activity**

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

The Children's Desk must be designed to accommodate both the school media clerk and the Children's Librarian.

**Occupancy**

Chairs, Task:2

**Relationships**

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections, as well as the Children's Program Area. The Children's Rest Rooms are also supervised from the Children's Desk.

**ADJACENT:**

Children's Entrance (Interior)  
Children's On-line Public Access Catalog (OPAC)  
Children's Reference Collection & Seating

**CLOSE:**

Children's Collection & Seating

**PROXIMITY:**

Children's Program Area  
Children's Rest Room  
Juvenile Collection & Seating

**Flexibility**

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

**Registration**

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.

**CEILING:**

Acoustical tile

**WALLS:** Paint (Latex semi-gloss recommended), Vinyl, Sisal or Fabric wall covering

**FLOOR:** Anti-static carpet tile

**COUNTERS:** Plastic laminate

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface. The Children's Desk should be highlighted in order to attract children and parents to this service point. Lights in this area must not create a heat build up. Light controls for the Children's Library should be located here.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance. This directional sign ("Children's Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

## **Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Chair, Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0



# Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Wall-mounted			
<b>Computer, Staff Desktop</b>	2	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
<b>Copier, B&amp;W Countertop</b>	1	0	0
15"w x 16"d x 5'h			
<b>File Cabinet, Lateral (Two Drawer)</b>	1	20	20
36"w x 18"d x 28"h			
<b>Queuing Space (Per Person)</b>	4	6	24
<b>Security Camera, Color</b>	1	0	0
2 1/4"w x 5"l x 2 1/4"h			
<b>Security System Gates, Inventory Control</b>	1	35	35
Two gates (one corridor) 44.5"w x 26"d x 70"h			
<b>Shelving, SF 45"h Steel W/ 3 Shelves</b>	1	12	12
3'w x 12"d unit			
<b>Telephone Handset</b>	2	0	0
<b>Workstation, Children's Desk</b>	1	90	90
7'w x 30"d w/ 7' behind desk & 3.5' in front			



**Functional Activity**

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

**Relationships**

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

**ADJACENT:**

Children's AV Collection & Seating  
Children's Desk  
Children's On-line Public Access Catalog (OPAC)

**CLOSE:**

AV Collection & Seating  
Circulation Desk  
New Book Display  
Public Entrance & Lobby

**PROXIMITY:**

Children's Rest Room

**AWAY:**

Reference Collection & Seating  
Young Adult Collection & Seating

**Flexibility**

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

**Enlightenment**

Natural light in this area is highly desirable.

**Finishes**

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

**FLOOR:**

Durable non-slip hard surface or anti-static carpet tile

**Details**

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.



Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

#### **HVAC**

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

#### **illumination**

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

#### **Telecommunications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

#### **Security**

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children's Desk.

#### **Signage**

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

#### **Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Art Print</b>	<b>1</b>	<b>0</b>	<b>0</b>
Framed			
<b>Bulletin Board</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Case, In-Wall Display</b>	<b>1</b>	<b>0</b>	<b>0</b>
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
<b>Rack, Literature Display Handout</b>	<b>1</b>	<b>0</b>	<b>0</b>
Wall-mounted			



**Functional Activity**

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

**Occupancy**

CHILDREN'S READER SEATS: 0  
CHILDREN'S TECHNOLOGY WORKSTATIONS: 3

**Relationships**

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

**ADJACENT:**

Children's Desk  
Children's Entrance (Interior)  
Children's Reference Collection & Seating

**CLOSE:**

Children's Collection & Seating  
Juvenile Collection & Seating

**PROXIMITY:**

Children's Rest Room

**Flexibility**

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Penetration**

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

**Finishes**

This area will get heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

**FLOOR:**

Anti-static carpet tile

**Access**

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning



and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

#### **OPAC**

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

#### **Illumination**

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

#### **Telecommunications**

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

#### **Security**

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary.

#### **Signage**

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available"), and donor recognition plaques.





**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Chair, Technology Workstation</b> 21"w x 21"d	8	0	0
<b>Computer Stand</b>	2	20	40
<b>Computer, OPAC Desktop</b> CPU, w/ monitor, keyboard & mouse	12	0	0
<b>Technology Carrel</b> 36"w x 30"d (1 Person) stand-up w/ power & data management	4	30	120
<b>Technology Carrel</b> 51"w x 30"d (1 Person) sit-down w/ power & data management	8	45	360



## Children's Program Area

### Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audiovisual programming and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

### Capacity

READER SEATS: 1

CHILDREN'S MEETING ROOM SEATS: 30

### Relationship

The Children's Program Area should be close to the Children's Collection and Seating Area and within sight of the Children's Desk.

#### CLOSE:

Children's Desk  
Children's Collection & Seating

#### PROXIMITY:

Children's Rest Room

### Flexibility

The area should be flexible, with a stage and theater-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

### Penetration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

### Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

#### CEILING:

Acoustical tile

#### WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

#### FLOOR:

Anti-static carpet tile or Vinyl tile; Game Rug; Vinyl tile at sink and craft area

### Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5



pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of a stepped seating can not preclude universal access.

If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

#### **Acoustics**

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

#### **Climate**

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

#### **Illumination**

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Information/Reference**



Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

#### Audio-Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

#### Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

#### Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Children's Craft Counter 6'w x 30"d - against wall	1	40	40
Clock Wall-mounted	1	0	0
Cushion, Floor	30	10	210



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
16"w x 16"d			
DVD Player	1	0	0
17"w x 13"d x 5"h			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			



**Functional Activity**

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

**Occupancy**

CHILDREN'S READER SEATS: 4

CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

**Collections**

This area will house a collection of 300 titles

**Relationships**

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk for quick staff access. It should also be close to the Children's OPACs.

**ADJACENT:**

Children's Desk

**CLOSE:**

Children's On-line Public Access Catalog (OPAC)

**Flexibility**

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Fenestration**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Corner guards; Hanging track;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet with enhanced backing (No carpet pad permitted);  
Tile or vinyl around any water fountains

**Access**

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor

